



Council Newsletter

CITY MANAGER'S NOTES March 3, 2023

Upcoming Council Meetings

March 6, 2023

The City Council Regular Meeting will begin at 6:00pm in Council Chambers. This meeting will be held as a hybrid meeting.

March 13, 2023

The City Council Study Session will begin at 6:00pm in the Community Room. The meeting will be held as a hybrid meeting.

Informational Items

The following attachments are in response to City Council requests, as well as other informational items.

1. Calendar of Events
2. Tentative Regular and Study Session Topics

March

| | | |
|----------------|-----------|---|
| Mon. March 6 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/Virtual |
| Tues, March 7 | 6:00 p.m. | Unified Development Code Steering Committee, Virtual |
| | CANCELLED | Planning & Zoning Commission |
| Wed. March 8 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 7:00 p.m. | Board of Adjustment and Appeals Meeting, Virtual |
| Thurs. March 9 | 5:30 p.m. | Parks and Recreation Commission, Englewood Rec Center |
| | 6:00 p.m. | Transportation Advisory Committee |
| Mon. March 13 | 6:00 p.m. | City Council Study Session, Community Room/Virtual |
| Tues, March 14 | 5:00 p.m. | Water & Sewer Board, Red Rocks Conf-Room |
| | 6:30 p.m. | Sustainability Commission, Pikes Peak Conf-Room |
| | 7:00 p.m. | Library Board, TBD |
| Wed. March 15 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 6:00 p.m. | Code Enforcement Advisory Committee, Pikes Peak Conf-Room |
| | 6:30 p.m. | Historic Preservation Commission/Virtual |
| Mon. March 20 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/Virtual |
| Tues. March 21 | 6:00 p.m. | Unified Development Code Steering Committee, Virtual |
| | 7:00 p.m. | Planning and Zoning Commission, Virtual |
| Wed. March 22 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| Mon. March 27 | 6:00 p.m. | City Council Study Session, Community Room/Virtual |
| Tues. March 28 | 5:15 p.m. | Budget Advisory Committee |
| Wed. March 29 | 8:30 a.m. | Mayor Manager Meeting, Virtual |

April

| | | |
|---------------|-----------|--|
| Mon. April 3 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/Virtual |
| Tues. April 4 | 6:00 p.m. | Unified Development Code Steering Committee, Virtual |

| | | |
|----------------|------------|--|
| Wed. April 5 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 11:00 a.m. | Liquor and Marijuana Licensing Authority |
| Mon. April 10 | 6:00 p.m. | City Council Study Session, Community Room/Virtual |
| Tues, April 11 | 5:00 p.m. | Water & Sewer Board, Red Rocks Conf-Room |
| | 6:30 p.m. | Sustainability Commission, Pikes Peak Conf-Room |
| | 7:00 p.m. | Library Board, TBD |
| Wed. April 12 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 7:00 p.m. | Board of Adjustment and Appeals/Virtual |
| Mon. April 17 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/Virtual |
| Tues. April 18 | 6:00 p.m. | Unified Development Code Steering Committee, Virtual |
| | 7:00 p.m. | Planning and Zoning Commission, Virtual |
| Wed. April 19 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 6:30 p.m. | Historic Preservation Commission/Virtual |
| Mon. April 24 | 6:00 p.m. | City Council Study Session, Community Room/Virtual |
| Tues. April 25 | 5:15 p.m. | Budget Advisory Committee |
| Wed. April 26 | 8:30 a.m. | Mayor Manager Meeting, Virtual |

May

| | | |
|-------------|------------|--|
| Mon. May 1 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/Virtual |
| Tues. May 2 | 6:00 p.m. | Unified Development Code Steering Committee, Virtual |
| | 7:00 p.m. | Planning and Zoning Commission, Virtual |
| Wed. May 3 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 11:00 a.m. | Liquor and Marijuana Licensing Authority |
| Mon. May 8 | 6:00 p.m. | City Council Study Session, Community Room/Virtual |
| Tues, May 9 | 5:00 p.m. | Water & Sewer Board, Red Rocks Conf-Room |
| | 6:30 p.m. | Sustainability Commission, Pikes Peak Conf-Room |
| | 7:00 p.m. | Library Board, TBD |
| Wed. May 10 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 7:00 p.m. | Board of Adjustment and Appeals/Virtual |
| Mon. May 15 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/Virtual |

| Consent | Study Session Guidance | Meeting Date | Notes | Item Type | Report Title | Description | Staff Responsible | Department/Group |
|---------|---------------------------|--------------|---|-------------------------------------|---|---|---|-----------------------------|
| | | 06 Mar 2023 | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 6pm start time for this Public Hearing | Public Hearing | Public hearing for a planned unit development at 1314 West Oxford Avenue | Public hearing for a planned unit development at 1314 West Oxford Avenue (Sam's Automotive Property) | Bryan Isham, Erik Sampson | Community Development |
| | | 06 Mar 2023 | Not Flexible PPT: Yes Presentation: 5 minutes The PUD public hearing should be scheduled first, and this item should be immediately following the PUD. | Public Hearing | Public hearing for a major subdivision | Public hearing for a major subdivision for the Sam's Automotive redevelopment | Erik Sampson | Community Development |
| | | 06 Mar 2023 | Can be moved due to Public Hearing if needed. | Proclamation | Women's History Month | Proclamation celebrating Women's History Month in March | Tim Dodd | City Manager's Office |
| | Information | 13 Mar 2023 | Not Flexible PPT: Yes Presentation: 20 minutes Discussion: 20 minutes *This item should go after "Housing Discussion" at the request of the Department. | Study Session Memo | Utilities Accomplishments and Construction Manager / General Contractor Project Delivery Method | 2020-2023 Utilities Accomplishments and Upcoming Construction Manager / General Contractor Contracting Process and Approach | Adam Marquez, Pieter Van Ry, Sarah Stone, Stephanie Ellis | Utilities |
| | Information and Direction | 13 Mar 2023 | Flexible PPT: Yes Presentation: 20 minutes Discussion: 60 minutes | Study Session Memo | Housing Discussion | Discussion on Housing Strategies | Bryan Isham | Community Development |
| | Information and Direction | 20 Mar 2023 | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Study Session Memo | City Center Redevelopment Concept Plans | Present and discuss City Center Re-development Concept Plans | Brad Power, Dan Poremba | Community Development |
| Yes | | 20 Mar 2023 | Flexible PPT: No | Resolution | Resolution establishing City Council meeting dates in July, 2023 | Establishing City Council meeting dates in July 2023, on July 17 and July 24, per City Council direction during its February 21, 2023 study session. | Tamara Niles | City Attorney's Office |
| No | | 20 Mar 2023 | Not Flexible PPT: Yes Presentation: Discussion: | Resolution | Second Ground Lease Agreement for Englewood McLellan Reservoir Foundation Properties | Staff recommends City Council approve a Resolution to Support a New Ground Lease Agreement on Englewood McLellan Reservoir Foundation Properties. | Pieter Van Ry, Sarah Stone | Utilities |
| | | 20 Mar 2023 | Flexible PPT: No Presentation: Discussion: | Recognition | Board and Commission Member Appointment Recognition | Board and Commission Member Appointment Recognition | Jackie McKinnon | City Clerk's Office |
| No | | 20 Mar 2023 | Not Flexible PPT: Yes Presentation: 7 minutes Discussion: | Motion | Big Dry Creek Diversion Project Construction Manager / General Contractor | Big Dry Creek Diversion Project Construction Manager / General Contractor | Adam Marquez, Pieter Van Ry, Sarah Stone, Stephanie Ellis | Utilities |
| No | | 20 Mar 2023 | Not Flexible PPT: Yes Presentation: 7 minutes Discussion: | Motion | City Ditch Piping Project Construction Manager / General Contractor | City Ditch Piping Project Construction Manager / General Contractor | Pieter Van Ry, Sarah Stone, Stephanie Ellis | Utilities |
| Yes | | 20 Mar 2023 | Not Flexible PPT: No Consent Agenda | Motion | Approve participation agreements for opioid settlements with Teva Pharmaceutical Industries Ltd. and Allergan Finance, LLC/Allergan Limited, as well as with Walmart Inc., CVS Health Corporation/CVS Pharmacy, Inc., and Walgreen Co. | Colorado has reached settlement agreements with five additional opioid companies in nation-wide opioid litigation. In order to receive settlement funds under the Colorado MOU previously approved, City Council must approve participation agreements for each settling party. | Tamara Niles | City Attorney's Office |
| No | | 20 Mar 2023 | Not Flexible PPT: No | Bill for an Ordinance – 2nd Reading | CB 10 - Approve an ordinance amending the scope of an intergovernmental agreement with Arapahoe County and the Cities of Littleton and Sheridan for implementation of the Tri-Cities Homelessness Plan of Action | CB 10 - Approve an ordinance approving modifications to the existing intergovernmental agreement with Arapahoe County and the Cities of Littleton and Sheridan for implementation of the Tri-Cities Homelessness Plan of Action | Tim Dodd | City Manager's Office |
| Yes | | 20 Mar 2023 | Not Flexible PPT: Yes | Bill for an Ordinance – 2nd Reading | CB 11 - City Attorney and Community Development staff have worked closely to propose significant revisions to the City's short term rental regulatory mechanisms and discovered some internal inconsistencies and ambiguities. The first step to amend the STR code is to address the ambiguity regarding bed and breakfast licensures. | CB 11 - City Attorney and Community Development staff have worked closely to propose significant revisions to the City's short term rental regulatory mechanisms and discovered some internal inconsistencies and ambiguities. The first step to amend the STR code is to address the ambiguity regarding bed and breakfast licensures. | Tamara Niles | City Attorney's Office |
| Yes | | 20 Mar 2023 | Passed 6-0 on first reading. | Bill for an Ordinance – 2nd Reading | CB 12 - Approve an ordinance to approve the purchase of 70 new golf carts. | CB 12 - The City of Englewood Parks, recreation, library, and golf is looking for a motion to approve the procurement of 70 new Club Car golf cars in 2024 from Colorado Golf and Turf by entering into a 5 year lease agreement through 2028 for a total contract amount of \$357,194 | Jeremiah Stumpff | Parks, Recreation & Library |
| Yes | | 20 Mar 2023 | Somewhat Flexible but this date is very much preferred PPT: No | Bill for an Ordinance – 1st Reading | IGA with City of Littleton for dispatch All Health Mobile Response Unit | This is an IGA between the City of Englewood and the City of Littleton to provide dispatching services for the Allhealth Mobile Response Unit to calls into Littleton. | Vance Fender | Police |
| Yes | | 20 Mar 2023 | Flexible PPT: No Presentation: Discussion: | Bill for an Ordinance – 1st Reading | Amending Englewood Municipal Code sections regarding Fermented Malt Beverage and Wine Retailers | Code clean up adding wine to the fermented malt beverage license. | Jackie McKinnon | City Clerk's Office |
| Yes | | 20 Mar 2023 | Not Flexible PPT: No Yes Presentation: Discussion: | Bill for an Ordinance – 1st Reading | First Reading for 2023 Intergovernmental Agreement with RTD for Funding of Englewood Trolley | First Reading for IGA with RTD for 2023 funding of trolley | Brad Power, Nancy Fenton | Community Development |
| No | | 20 Mar 2023 | Flexible PPT: Yes | Bill for an Ordinance – 1st Reading | Broadway Complete Streets IGA | IGA with CDOT in the amount of \$7,540,000.00 for the design and construction of the Broadway Complete Streets Project | Devin Keener | Public Works |
| No | | 20 Mar 2023 | Not Flexible PPT: Yes | Bill for an Ordinance – 1st Reading | South Broadway HAWK Signal IGA | IGA with CDOT in the amount of \$394,394.00 | Devin Keener | Public Works |
| Yes | | 20 Mar 2023 | Flexible PPT: No | Bill for an Ordinance – 1st Reading | CB 09 - Approve a bill for an ordinance - Electric Grounding Facilities Easement at Belleview Park | CB 09 - Approve a bill for an ordinance - Public Service Company has upgraded the electric transmission line that runs through Belleview Park, and due to the upgrade, finds it necessary to install mitigation facilities around the ball field to protect against potential interaction between the fence and the transmission line | Adrian Torres | Parks, Recreation & Library |
| | | 20 Mar 2023 | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Bill for an Ordinance – 1st Reading | First Reading for PUD - Sam's Automotive Redevelopment | First reading on a PUD at 1314 West Oxford Avenue - Sam's Automotive Redevelopment | Erik Sampson | Community Development |
| | | 20 Mar 2023 | Not Flexible PPT: No Yes This item should be scheduled immediately following the first reading on the PUD. | Bill for an Ordinance – 1st Reading | First Reading for a major subdivision for 1314 West Oxford Avenue - Sam's Automotive Redevelopment | First Reading for a major subdivision for 1314 West Oxford Avenue - Sam's Automotive Redevelopment | Bryan Isham, Erik Sampson | Community Development |
| | Information | 27 Mar 2023 | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Study Session Memo | February 2023 Monthly Financial Report | February 2023 Monthly Financial Report | Jackie Loh | Finance |
| | Information | 27 Mar 2023 | Possibly Flexible but this date was requested by speaker PPT: Probably Presentation: 20 minutes Discussion: | Study Session Memo | Presentation by Arapahoe County Representatives regarding Arapahoe County Regional Opioid Council | Michelle Halstead, Director Arapahoe County Commissioners' Office, requested a study session to present to City Council on the Arapahoe County (Region 9) Opioid Council. | Tamara Niles | City Attorney's Office |
| | Information and Direction | 27 Mar 2023 | Flexible - Yes, but we would like to have these presentations on the 4th Monday of each month PPT: Yes Presentation: 30 minutes Discussion: 30 minutes | Study Session Memo | Presentation 5, Phase II of City Charter review project: Beginning-to-end review of Charter Provisions | Kathryn Sellers, outside legal consultant from Hoffmann, Parker, will be present to review a section of City Charter to determine if Council wishes to propose revisions for voter consideration. | Tamara Niles | City Attorney's Office |
| | Information and Direction | 27 Mar 2023 | Not Flexible PPT: Yes Presentation: 15 minutes Discussion: | Study Session Memo | Discussion of proposed revisions to the City's Short Term Rental regulations | Review of additional proposals to revise short term rental regulations, in response to prior direction received from City Council | Tamara Niles | City Attorney's Office |

| | | | | | | | | |
|----------|---------------------------|-------------|--|---|--|--|---|--|
| | Information | 27 Mar 2023 | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: *Request that this item go before STR Discussion. | Study Session Memo | Overview of Code Adoption for Building and Fire | Overview of Code Adoption for Building and Fire | Karen Montanez, Mike Smith | Community Development, Fire Marshal's Office |
| | Information | 03 Apr 2023 | Flexible, following Monday could work. PPT: Yes Presentation: 10 minutes Discussion: | Study Session Memo | Annual report of the City of Englewood's contracted (through Arapahoe County) Emergency Management Coordinator | Annual report of the City of Englewood's contracted (through Arapahoe County) Emergency Management Coordinator | Tim Dodd | City Manager's Office |
| | Information and Direction | 03 Apr 2023 | Flexible PPT: Yes Presentation: 15 minutes Discussion: | Study Session Memo | Draft Electric Vehicle (EV) Action Plan | Sustainability Coordinator and Xcel Energy present to council a draft version of the Electric Vehicle (EV) Action Plan in order to solicit feedback from council before bringing final plan to them on April 17th. | Melissa Englund | City Manager's Office |
| | | 03 Apr 2023 | Not Flexible PPT: No Presentation: Discussion: | Proclamation | Arbor Day Proclamation | Arbor Day Proclamation | Tim Dodd | Parks, Recreation & Library |
| Consent? | | 03 Apr 2023 | Flexible PPT: Yes | Motion | 2023 Strategic Plan Updates | Approval by motion of 2023 updates to the City of Englewood Strategic Plan | Tim Dodd | City Manager's Office |
| Consent? | | 03 Apr 2023 | Flexible PPT: Yes Presentation: 5 minutes Discussion: | Bill for an Ordinance – 1st Reading | Ordinance Approving Comcast Cable TV Franchise agreement | The City entered into a 2002 agreement with Comcast for a cable tv franchise, and in 2019, approved an extension of that agreement on a month-to-month basis. This ordinance approves a new, permanent franchise agreement. | Tamara Niles | City Attorney's Office |
| | Information and Direction | 10 Apr 2023 | Flexible PPT: Yes Presentation: 15 minutes Discussion: | Study Session Memo | Victim's Compensation Funds: victim compensation mechanisms for consideration in Englewood | On multiple occasions, City Council members have requested information on a possible uncompensated victims fund in Englewood, to provide financial assistance to victims of crime in our community. This study session describes various victim compensation mechanisms in other jurisdictions. | Ian Griffin | City Attorney's Office |
| | Information | 10 Apr 2023 | Not Flexible PPT: No Presentation: 30 minutes Discussion: | Study Session Memo | Preliminary 2024 Revenue and Expenditure Underlying Forecast Assumptions | Preliminary 2024 Revenue and Expenditure Underlying Forecast Assumptions | Jackie Loh | Finance |
| | Information and Direction | 17 Apr 2023 | Flexible PPT: Yes Presentation: 10 minutes Discussion: | Study Session Memo | Non-Enterprise Fund Capital Project Prioritization | As requested and discussed at a Council meeting, the City Manager's Office, Finance Department, Public Works Department, and Parks, Recreation, Library, and Golf staff will be present to discuss non-enterprise fund capital project prioritization and potential use of the unassigned fund balance for capital needs. | Christina Underhill, Jackie Loh, Tim Dodd, Victor Rachael | City Manager's Office |
| | | 17 Apr 2023 | Flexible PPT: No Presentation: 15 minutes Discussion: | Recognition | Elevate Englewood Graduation | Participants from the 2023 Elevate Englewood Leadership Academy will be awarded certificates. A brief reception may occur before the meeting. | Shawn Lewis | City Manager's Office |
| | | 17 Apr 2023 | Not Flexible PPT: No Presentation: Discussion: | Proclamation | Earth Day Proclamation | Earth Day Proclamation | Tim Dodd | City Manager's Office |
| | | 17 Apr 2023 | Not Flexible PPT: No Presentation: Discussion: | Proclamation | Small Business Week Proclamation | Small Business Week Proclamation | Tim Dodd | City Manager's Office |
| Consent? | | 17 Apr 2023 | Flexible PPT: Yes | Motion | Adoption of Electric Vehicle (EV) Action Plan | Electric Vehicle (EV) Action Plan to go in front of council for their vote to adopt plan. | Melissa Englund | City Manager's Office |
| No | | 17 Apr 2023 | Not Flexible PPT: Yes | Bill for an Ordinance – 1st Reading | Council Bill revising Short Term Rental Regulations | First Reading on proposed changes to STR Ordinance | Erik Sampson | Community Development |
| Consent? | | 17 Apr 2023 | Not Flexible PPT: Yes Presentation: Discussion: | Bill for an Ordinance – 1st Reading | Reading of Code Adoption for Building and Fire | Reading of Code Adoption for Building and Fire | Karen Montanez, Mike Smith | Community Development, Fire Marshal's Office |
| | Information and Direction | 24 Apr 2023 | Not Flexible PPT: Yes Presentation: 1.5 hours Discussion: | Update | Review Preliminary 2024 Capital Projects List with City Council and Boards, Commissions, and Committees | Review Preliminary 2024 Capital Projects List with City Council and Boards, Commissions, and Committees | Jackie Loh | Finance |
| | Information and Direction | 24 Apr 2023 | Flexible - Yes, but we would like to have these presentations on the 4th Monday of each month PPT: Yes Presentation: 30 minutes Discussion: | Study Session Memo | 6th and Final Presentation, Phase II of City Charter review project: Beginning-to-end review of Charter Provisions | Because we are paying outside counsel hourly for this project, we request this item be placed first on the agenda at 6 p.m. Kathryn Sellers, outside legal consultant from Hoffmann, Parker, will be present to review a section of City Charter to determine if Council wishes to propose revisions for voter consideration. | Tamara Niles | City Attorney's Office |
| | Information | 24 Apr 2023 | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Study Session Memo | March 2023 Monthly Financial Report | March 2023 Monthly Financial Report | Jackie Loh | Finance |
| | | 01 May 2023 | Not Flexible PPT: No | Proclamation | Public Service Week | Public Service Week | Tim Dodd | City Manager's Office |
| | | 01 May 2023 | Not Flexible PPT: No Presentation: Discussion: | Proclamation | National Asian American and Pacific Islander Heritage Month Proclamation | National Asian American and Pacific Islander Heritage Month Proclamation | Tim Dodd | City Manager's Office |
| Consent? | | 01 May 2023 | Flexible PPT: No Presentation: Discussion: | Bill for an Ordinance – 1st Reading | CB 04 - Approve a bill for an ordinance to repeal Englewood Municipal Code Title 12 Chapter 6 Cable TV Customer Standards (and instead, provide for them by franchise agreement) | CB 04 - Englewood Municipal Code Title 12 Chapter 6, adopted in 2004, provides policies, definitions, customer service requirements, and complaint procedures for cable TV services within the City. Instead of contained within Municipal Code, these should be contained within the franchise agreements to respond to evolving city and customer needs. | Tamara Niles | City Attorney's Office |
| | Information | 22 May 2023 | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Study Session Memo | April 2023 Monthly Financial Report | April 2023 Monthly Financial Report | Jackie Loh | Finance |